



MEAP

Coordinator Update

Office of Educational Assessment and Accountability – Michigan Educational Assessment Program – Vol. 1, No. 4 – April 16, 2004

REMINDER: WINTER 2004 TESTED ROSTERS AND DEMOGRAPHICS

Tested Student Rosters and demographic data for your school district for the Winter 2004 MEAP are available for your review. This is your only opportunity to verify the list of students who tested and to make any necessary changes in student demographic data prior to scoring and reporting. Data should reflect student demographics as of the date tested.

Any necessary corrections must be received by 5:00 p.m. Wednesday, April 21, 2004. Any corrections received after that time will not be made in time for report processing. If you need assistance, please call the MEAP help line at 877-560-8378.

Please notify us when you have completed corrections by sending an email to MEAP@michigan.gov. Your data will then be submitted for report generation.

URGENT ISSUES REGARDING WINTER 2004 DEMOGRAPHICS

In reviewing Winter 2004 tested student roster and demographic information sent to schools and districts on Wednesday, April 7, two anomalies have been noted. For both Research Codes I and II and for the Less Than Full Academic Year field, codes bubbled in on the answer documents are in the scored data files and will be indicated when scored data files and reports are delivered.

For Research Codes I and II, do not attempt to correct what appears to be missing codes that were bubbled on the answer documents. The answer documents allow codes to be recorded by subject area (Math, Science, etc.). Adding the codes in managed demographics will apply them to all subject areas.

For the Less Than Full Academic Year field, codes that have been bubbled in on the answer document have been updated and are now visible on the managed demographic screen.

An additional concern regarding Free and Reduced Lunch (economically disadvantaged) designation: Data for the winter 2004 test cycle was downloaded from CEPI using the fall 2003 SRSD. It has come to our attention that some of the schools may not be aware that CEPI information from fall does not contain up to date 2003-2004 information.

If your school chose to have us load your fall 2003 SRSD and did not upload a file to the MEAP site, you will want to pay close attention to the economically disadvantaged (ED) field also known as free and reduced lunch (FRL). You can easily make any updates or corrections to this field using the Manage Demographic Screen. If you have any questions about this or need assistance, please feel free to contact the MEAP office toll free at 877-560-8378.

WINTER 2004 TESTED STUDENT ROSTERS AND DEMOGRAPHICS FOR STUDENTS RECEIVING EMERGENCY TEST FORMS

Tested student rosters and demographics for students tested with the emergency form of the test were not included in the online information and/or data files delivered to schools and districts on Wednesday, April 7. This information is expected to be added to online rosters and the managed demographics screen by the end of the day, Tuesday, April 13. Districts with emergency tests who are updating via the offline data files have been contacted by the MEAP office to make arrangements for delivery of the additional records.

UIC, ICU, UC ME

Unique Identification Code (UIC) numbers are assigned by CEPI in the Single Record Student Database. Students who are added to the MEAP database by schools (as opposed to having the records downloaded from CEPI) do not receive UIC numbers automatically. You can improve the accuracy of testing data for your district by making sure the UIC is added to the MEAP database when you receive notification of assignment from CEPI.

INFORMATION FROM THE SPRING VIDEOCONFERENCE

Video from the Spring 2004 MEAP Videoconference, the PowerPoint presentation and handouts are available online at <http://mistreamnet.com>. Questions and answers from the videoconference, including some that were not able to be aired due to time limitations, will be available online by the end of the day, Monday, April 19 at <http://www.meritaward.state.mi.us/mma/meap.htm>

SPRING 2004: ACCOMMODATED TEST FORMS

Students taking large print, Braille, audio CD, or audio tape versions of the mathematics, science and/or social studies assessments will be taking Form 1 of the test. Form 1 test booklets will be included with the appropriate versions. Students utilizing accommodations other than large print, Braille, audio CD, or audio tape should use the test form assigned to the school.

FALL 2004 CONFERENCES SURVEY AVAILABLE ON-LINE

The Office of Educational Assessment & Accountability wants to hear from you regarding session preferences for the fall MEAP and MI-Access conferences. Your participation in an online survey regarding conference topics is requested.

The survey asks you to rate potential MEAP conference session topics in several broad categories:

- MEAP Conference issues
- Assessing Students with Disabilities Program
- Assessing English Language Learners Program
- Accountability
- General issues
- MI-Access Conference issues

You are welcome to respond to some or all parts of the survey components. Access the survey now at <http://esrealitycheck.com/survey/index.asp?i=1833065>. The site will remain open to receive responses until April 29, 2004. Please share the URL with interested colleagues.

MEAP CONTACT INFORMATION

As a reminder, the new email address for the MEAP help desk is meap@michigan.gov

In addition, you may want to note the following phone numbers and web addresses:

MEAP office local phone number (517) 373-8393

MEAP office toll-free phone number (877) 560-8378

MEAP office FAX: (517) 335-1186

MEAP secure database: www.michigan.gov/meap

Public MEAP and MERIT web site: www.meritaward.state.mi.us

MEAP Mail Address: P.O. Box 30008
Lansing, Michigan 48909

MEAP Overnight Mailing Address: 608 W. Allegan
2nd Floor – Pillar B16
Lansing, Michigan 48933